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RULES AND REGULATIONS

THE TORONTO HOSPITAL

OF THE

TORONTO GENERAL HOSPITAL;

ADOPTED BY THE TRUSTEES.

TORONTO :

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RULES AND REGULATIONS

THE TORONTO HOSPITAL.

OF THE SECRETARY

I.

1. The Secretary shall attend all meetings of the Trustees and Committees of the

OF THE TRUSTEES.

1. A Meeting of the Trustees shall be held weekly, for the despatch of business connected with the Trust.

2. The Trustees shall, in weekly rotation, visit the Hospital daily, and shall enter their names in a book provided for that purpose, with such observations relative to the Institution as they shall think necessary.

3. They shall insert, or cause to be inserted in a Book to be provided for the purpose, all orders to the Steward for the purchase of stores.

4. All Moneys received on account of the Hospital, shall be deposited in one of the Chartered Banks of the Province, and no

money shall be withdrawn therefrom except by cheque, signed by the Chairman.

II.

OF THE SECRETARY.

1. The Secretary shall attend all meetings of the Trustees and Committees of the Board, take minutes of the proceedings of each meeting, and transcribe the same into a book.

2. He shall, at each meeting of the Trustees, read the proceedings of the last meeting.

3. Through him all communications, of whatever nature, shall be made to the Trustees, and by him from the said Trustees to the public or any department of the Hospital.

4. One day previous to each and every meeting of the Trustees, it shall be his duty to send notice of the time and place of meeting to each Trustee, and on extraordinary occasions to state the purpose of the meeting.

5. He shall keep the necessary books for entering all transactions of the Trustees.

6. He shall keep a regular and a strict account of the Income and Expenditure of the Institution; balance the same monthly, and lay the same upon the table at the meeting of the Trustees next ensuing.

7. He shall at the first regular meeting of the Trustees in each month, report the state of the Hospital, and also the state and number of Patients admitted and discharged during the preceding month.

8. He shall keep a Stock Book, in which shall be entered in detail, all the furniture, bedding, linen, utensils of all descriptions, and personal property of the Hospital; all of which shall be considered as in his charge and under his supervision, and the same shall be examined and reported upon by him to the Trustees twice in every year.

9. It shall be his duty to pay the servants' wages when ordered by the Trustees.

III. OF THE STEWARD.

1. The Steward shall purchase or receive, under the direction of the Trustees, fuel, provisions and all other stores for the use of the Hospital, except medicines and medical stores, and shall be accountable for the same.

2. He shall keep in Books, provided for the purpose, an account of all stores brought into the Hospital, and shall dispense the same under the direction of the attending Medical Officers, and shall keep a Wine Card, which shall be constantly on the surgery table, exhibiting the quantity of wine ordered daily by the attending Physicians, and the name, with the disease of the patient for whom it is ordered.

3. He shall keep Pass Books, into which shall be entered all articles purchased from those tradesmen with whom accounts may be opened, and for all other articles he shall obtain bills of parcels ; all of which he shall lay before the Trustees once every month

4. He shall keep an account of the moneys due by the pay patients, and collect and account for the same.

5. He shall render all his accounts to the Secretary monthly, in time to have the same entered and prepared for audit by the Trustees.

6. He shall give timely notice to the Trustees, when any of the stores are nearly expended.

7. He shall immediately on the admission of a patient, take an inventory in a book to be kept for that purpose, of his or her clothes and other effects, shall order the clothes to be purified if necessary, and shall be accountable for the safe delivery of the same to the patient on leaving the Hospital; or in case of death, to any person whom the Trustees shall authorise to receive the same; provided, that if the clothes of any patient be in such a state as to render it necessary that they should be burned, it shall be done if sanctioned by the attending Medical Officer.

8. He shall keep, in a book for the purpose, an account of the servants' time and wages.

9. It shall be his duty to take care that every part of the premises, in and out of the Hospital, be kept in proper order.

10. He shall keep the keys of the outer doors and gates, and lock them at 10 o'clock, P. M., and open them at 9 A. M., from the first day of May to the first day of November; and lock them at 6 P. M., and open at 7 A. M. during the rest of the year, unless ordered otherwise by the Trustees, or in case of emergency, for the service of the patients.

11. He shall report to the visiting Trustee for the week any misconduct or irregularity that may occur under his notice.

12. He shall hang up in the hall of the Hospital, and publish in such of the public prints of the city as will insert the same, the name of the weekly visiting Trustee and Medical Officer, and shall, on the Saturday preceding his week, give each notice thereof by letter. He shall also enter in the book

provided for the purpose, the name of every Medical Officer visiting the Hospital each day, with the hour of such visit.

13. As soon as the body of a patient dying in the Hospital, is laid out in the dead house, it shall be the duty of the Steward to see that the body be safely kept there until delivered for interment; and if unclaimed, give notice to the Clergyman of the Congregation to which he belonged, and shall be responsible for the faithful execution of this duty.

14. He shall not absent himself from the Hospital except on duty, without communicating with the House Physician and Surgeon.

IV.

OF THE MEDICAL OFFICERS.

1. The number of Medical Officers of the Hospital shall be eight, who are expected to visit the Hospital every day should the state of their patients require it, and shall

weekly, in rotation, receive the patients requiring admission.

2. At each visit the Medical Officer in attendance shall write such prescriptions and give such directions as he may deem necessary to the resident Medical Officer, Steward, Matron, or Nurses.

3. Each Medical Officer may appoint a Clinical Clerk or Dresser, who shall keep a Case Book, for the purpose of entering notes of such cases as may be deemed worthy of record.

4. The visiting hour of the admitting Medical Officer shall be at noon throughout the year.

5. If any Medical Officer be prevented from attending in his turn to the duties of his office, he shall procure some other Medical Officer of the Hospital to perform the duty in his stead.

6. No capital operation shall be performed, except in cases where delay might be dangerous, without giving notice thereof to

all the Medical Officers belonging to the Hospitals, nor shall such operation be performed against the clearly expressed opinion of the majority of those present.

7. Licensed Practitioners may have access to the Hospital on the invitation of the Medical Officers, may visit and examine patients on the invitation of the Medical Officer under whose charge such patients may be, and may attend operations on the

*either on the invitation of the operators
of the Medical Officers of the Hospital
or by ticket from the Hospital Board*

OF THE RESIDENT MEDICAL OFFICER

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7. Licensed Practitioners may have access to the Hospital on the invitation of

8. Medical Officers shall have power to dismiss any patient of their own who shall go out without leave, be guilty of drunkenness or profane swearing, or who shall otherwise violate any of the By-laws of the Hospital.

V.
OF THE RESIDENT MEDICAL OFFICER.

1. No person shall be eligible to this office, unless he shall lay before the Trustees satisfactory testimonials of his moral char-

acter, and shall be a licensed practitioner of the province.

2. The resident Medical Officer shall visit the respective wards every morning, and at all times when he may think it necessary, and be prepared to report to the attending Medical Officer, the state of the patients since his last visit, and it shall be his duty to see that the prescriptions and directions of the Medical Officers, be regularly attended to, the medicines administered carefully and without delay.

3. No operation shall be performed by the resident Medical Officer without the special direction of the attending Medical Officer, to whom such cases, when they occur, shall be immediately reported.

4. In any case of a dangerous nature, the resident Medical Officer shall give immediate notice to the proper Medical Officer, and if he cannot be found, to any of the other Medical Officers of the Hospital.

5. He shall allow no patient to be re-

moved from one bed or ward to another, without the order or permission of the attending Medical officer.

6. The resident Medical Officer shall not have power to admit any patient (except as hereafter provided) nor shall he discharge any patient, unless for gross infraction of the rules of the Hospital, the exercise of these powers being the exclusive prerogative of the Medical Officers and Trustees.

7. He shall not be absent during the regular visiting hours of the attending Medical Officers, and when at any other time he has occasion to leave the Hospital, he shall leave word where he is to be found. He shall never sleep out of the house without the permission of the visiting Trustee.

8. He shall compound and make up all the medicines required for the Hospital according to the formulæ from time to time prescribed by the Medical Officers.

9. He shall deliver no medicines which are not ordered by the Medical Officers attending; nor shall he permit any medicines

to be taken out of the Hospital except by out-patients.

10. He shall make up the different medicines for the wards, and annex to them labels containing the names of the patients, and the directions for taking them; and shall send the medicines to the different wards by the respective nurses.

11. He shall keep the shop, and every thing appertaining thereto, clean, and in proper order, and shall also observe strict economy in every thing relating to this department.

12. He shall transact no other business than that of the Hospital, without special permission from the Trustees.

13. He shall have charge of all the surgical instruments, medicines and materials belonging to the Hospital, shall be responsible for the same, and for their good order, and he shall never suffer them to be lent or taken out of the Hospital without permission of a Trustee.

14. He shall insert in the Register under

his charge an account of all the operations performed in the Hospital, by whom performed, and the result of such operations.

15. He shall notify the Steward of all patients dismissed, of all directions as to diet and extras.

16. He shall keep a Book or Register of all patients admitted into the Hospital, in which shall be inserted their names, ages, country, religion, disease, time of admission, name of Medical Officer admitting, whether pay patient or pauper, time of discharge, whether cured, relieved, irregular or dead; and shall draw up a weekly report of the state and number of the patients admitted and discharged, and cause of the same, with the book or register, to be laid before the Trustees at their regular meeting.

17. It shall be his duty to perform all vaccinations as hereinafter required.

18. The resident Medical Officer shall be permitted to take a pupil to assist him in the performance of his duties.

VI.

OF THE STUDENTS ATTENDING THE HOSPITAL.

1. Students of Medicine or Surgery of unobjectionable character and conduct may receive tickets entitling them to attend the practice of the Hospital,—for six months on payment of £2, for twelve months on payment of £2 10s., and perpetually on payment of £5.

2. The Students shall be allowed to be present during the visit of the attending Medical Officer, and remain in the Wards during such visit to see the practice, and shall then leave the Hospital, unless there be some operation to be performed after the visits.

3. No Student shall go to any part of the house but the Wards visited by the attending Medical Officer, the room for seeing out-patients, and the operating theatre which places Students shall leave when required to do so by any Medical Officer doing duty at the time.

4. Clinical Clerks and Dressers shall have access at appointed times to the Wards of the Hospital for the purpose of attending to the patients of their respective Physicians and Surgeons, and also to enable them to obtain an accurate account of the state of the patients, for the benefit and guidance of the attending Physician or Surgeon.

5. No Student shall be permitted to act as Dresser or Clinical Clerk until he has completed his second year of study. To Students of this standing, and appointed to act as Clinical Clerks or Dressers, tickets shall be issued on payment, by each Clerk or Dresser, of £2 10s. to the funds of the Hospital, the period of Clerkship or Dressership being continued to twelve months if the Student should so desire, provided he performs the duties to the satisfaction of the Medical Officer appointing him.

6. They shall behave with respect and decorum in the Hospital, and any one of them violating any of the rules or regulations, shall be subject to the penalty of expulsion, at the discretion of the Trustees.

VII.

OF THE MATRON.

1. She shall make repeated visits to the Wards during the day, and occasionally at night, to see that the Wards are properly attended by the nurses, and that all the patients are in their respective Wards; and report to the House Physician and Surgeon the names of such patients as are absent without leave from their respective Wards.

2. She shall oversee the conduct of the patients and servants; and take care that the wards, apartments, beds, clothes, linen, &c., are kept clean, and in good order.

3. She shall have charge of all the furniture, beds, bedding, and dresses belonging to the Hospital, issued by the Steward, as far as regards her department.

4. She shall report to the resident Medical Officer, and to the visiting Trustee, any misconduct of the patients or servants, or any other irregularity occurring in the house.

5. She shall prevent anything being taken into the Wards, except that which is ordered.

6. She shall not permit any person or persons to see any patient or patients except at the hours appointed by the Trustees of the Hospital.

7. She shall superintend the preparing of the diet of the patients, and be particular that the said diet, in the quantity, and at the time prescribed, be given and nothing else.

8. When a death occurs, the Matron shall immediately report the same to the resident Medical Officer.

9. When a patient is seized with violent or alarming symptoms, she shall immediately report the same to the Medical Officer in attendance, or in his absence to the resident Medical Officer.

10. Immediately after the death of any patient, she shall cause the body to be car-

ried to the Dead House, and there washed and decently laid out.

11. She shall not absent herself from the Hospital, without the leave of the resident Medical Officer.

VIII

OF THE NURSES.

1. When a patient is admitted into the Hospital, the Nurse of the Ward to which such patient may be ordered, shall immediately wash his or her face and hands, neck and arms, feet and legs, with tepid water; shall give him or her (if he or she have none) an Hospital shirt and night cap, and shall deliver without delay his or her clothes, after an inventory of them has been taken, to the Steward.

2. The Nurse shall, at the next visit, state to the attending Medical Officer, such circumstance or circumstances as may tend to throw light on the case, and shall be ready to do the same at each succeeding visit.

3. In the event of any patient being seized with violent or alarming symptoms, she shall give immediate notice thereof to the resident Medical Officer.

4. The Nurses, when ordered by the Matron, shall change the patients' linen, bed linen, and bedding.

5. She shall receive no medicines sent from the Apothecary's shop to the Ward, which shall not be labelled and directed.

6. When a death occurs, the Nurse of the Ward shall immediately give notice thereof to the Matron.

7. They shall clean and dry rub with a brush provided for the purpose, the respective wards, at 8 o'clock, A. M. every day in the year, and shall attend to the vessels or utensils in the Wards as often as necessary.

8. The Nurses shall be diligent in complying with the orders of the Medical Officers, Steward and Matron, and shall behave with tenderness and propriety towards the patients.

9. They shall pay particular attention to the patients, supplying them with the drink prescribed as often as necessary, placing the vessel or vessels containing it commodiously within their reach, and in all cases assisting them, when unable to assist themselves.

10. They shall see that the patients take their medicines as prescribed.

11. They shall on no account allow any thing to be brought into the wards, or given to patients, except that which is ordered.

12. They shall give immediate notice to the attending Medical Officer, or in his absence to the resident Medical Officer, or to the Matron, when any patient or patients shall have violated any of the By-laws of the Hospital.

13. They shall take their meals in the appointed rooms; they shall not unnecessarily leave their respective wards when on duty, nor shall they leave the Hospital without permission from the resident Medical Officer.

14. They shall always keep themselves clean and decently clothed.

IX.

OF THE ADMISSION OF PATIENTS.

1. It shall be the exclusive prerogative of the attending Medical Officer to judge if the person or persons applying be laboring under such disease as is admissible into the Hospital according to the Rules and Regulations thereof.

2. In any urgent case, when delay may be dangerous, the resident Medical Officer shall have power to admit the patient, and shall immediately give information of the same to the attending Medical Officer; or if he cannot be found, to any other of the Medical Officers of the Hospital.

3. No patient laboring under Insanity, or under any disease which does not admit of cure or palliation, shall be admitted into the Hospital, nor shall any one be admitted

whose case and circumstances do not positively require it.

4. Such patients as are unable to pay for their maintenance, shall be received as paupers ; such as are able to pay, shall be admitted into the Hospital as pay patients, and none of these at less than one shilling and six pence per day.

OF THE PATIENTS.

1. No patient shall smoke in the house or on the galleries ; make use of any obscene or profane language ; nor leave the Hospital without the permission of the resident Medical Officer, nor the ward in which he or she shall have been placed, without permission from the attending Medical Officer.

2. The patients shall not play at cards, dice, or any other game.

3. They shall conduct themselves with due respect to the Officers and Attendants of the Hospital.

4. No male patient shall, under any pre-

tence whatever, enter the apartments or wards for females, nor shall a female patient enter the apartments or wards for males.

5. No patient shall use, nor allow their friends to bring them, anything whatever, without permission from the attending Medical Officer.

6. Every patient shall retire to bed at 9 P. M., from 1st of May, to 1st November, and at 8 P. M., from November to May; and those that are able, shall rise at 6 A. M., in summer, and at 7 A. M., in winter.

7. Such patients as shall be considered able, shall assist the nurses and other servants of the Hospital, in nursing the patients making the beds, cleaning the wards, and doing such other work as resident Medical Officer may direct.

8. All patients who shall not have been previously vaccinated, or have had Small Pox, shall on admission, be forthwith vaccinated, unless it be forbidden by some sufficient cause.

6. Any patient not conforming to the Rules and Regulations of the Institution, shall incur the penalty of expulsion.

10. The body of any patient dying in the Hospital, shall not be removed for interment until twenty-four hours in summer, and thirty-six hours in winter, shall have elapsed, without a written permission from either the attending or resident Medical Officer.

11. Visitors may be admitted from 3 to 5 o'clock, daily, except on Saturdays and Sundays.

XI.

OF THE OUT PATIENTS.

1. Advice and Medicines will be given gratis at the Hospital to the poor, at the regular daily visit of the attending Medical Officer.

2 No out patient or patients shall loiter about the Hospital gate, or premises adjoining; they shall come directly to the place appointed to receive them, and as soon as

they shall have received the advice and medicines considered necessary for them, leave the Hospital.

3. Any out patient or patients, who shall violate any of the Rules or Regulations of the Hospital, shall cease to receive the benefit of the Institution.